



# THE COUNTY OF CHESTER



COMMISSIONERS  
Josh Maxwell  
Marian D. Moskowitz  
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PLANNING COMMISSION  
Government Services Center, Suite 270  
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(610) 344-6285 Fax (610) 344-6515

MINUTES: Regular Monthly Meeting  
Chester County Planning Commission

Hybrid – GSC Suite 351 East  
November 13, 2024

MEMBERS PRESENT IN PERSON: Michael Heaberg, Chair; Nate Cline, Co-Chair; Matt Hammond; Andy Wright.

MEMBERS PRESENT VIA ZOOM: Roberta Cosentino; Stephanie Duncan; Doug Fasic; Frank Furman; Molly Morrison.

STAFF PRESENT IN PERSON: Carol Stauffer, Acting Executive Director; Carolyn Conwell, Geoff Creary; Beth Cunliffe; Angela Dracup; Bambi Griffin Rivera; Rachael Griffith; Gene Huller; Carolyn Oakley; Chris Patriarca; Elle Steinman; Brian Styche.

STAFF PRESENT VIA ZOOM: Chris Bittle; Wes Bruckno; Steve Buck; Richard Drake; Gwen Duli; Paul Farkas; Patty Quinn; Sally Warren; Diana Zak.

VISITORS PRESENT IN PERSON: None.

VISITORS PRESENT VIA ZOOM: Javonna Wylie.

## CALL TO ORDER:

The regular monthly meeting of the Chester County Planning Commission held in person at the Government Services Center Suite 351 East and via Zoom audio/video on Wednesday, November 13, 2024, was called to order at 2:00 P.M. by Chair Michael Heaberg.

PUBLIC COMMENT: None.

## ACTION ITEMS:

### Approval of Meeting Minutes:

A MOTION TO APPROVE THE MINUTES FOR THE OCTOBER 9, 2024, MEETING OF THE CHESTER COUNTY PLANNING COMMISSION WAS MADE BY MR. WRIGHT, SECONDED BY MR. CLINE, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Mr. Hammond recused himself from approving the October 9, 2024 meeting minutes.

### 2025 - 247 Review Fees:

A MOTION TO APPROVE THE 2025 - 247 REVIEW FEES WAS MADE BY MR. CLINE, SECONDED BY MR. WRIGHT, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Appointment of 2025 Officers Nominating Committee:

A MOTION TO APPOINT MR. HAMMOND, MR. WRIGHT, AND MS. COSENTINO AS THE MEMBERS OF THE 2025 OFFICERS NOMINATING COMMITTEE WAS MADE BY MR. CLINE, SECONDED BY MS. DUNCAN, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Vision Partnership Program 2024 Round II Grants:

A MOTION TO APPROVE THE THREE (3) RECIPIENTS TO RECEIVE VPP 2024 ROUND TWO GRANT FUNDING WAS MADE BY MR. HAMMOND, SECONDED BY MR. CLINE, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Act 247 Reviews:

Subdivision and Land Development Reviews:

A MOTION TO APPROVE THE TWENTY-FIVE (25) SUBDIVISION AND LAND DEVELOPMENT REVIEWS WAS MADE BY MR. WRIGHT, SECONDED BY MS. MORRISON, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Mr. Cline recused himself from the following application: LD-09-24-18257.

Mr. Hammond recused himself from the following applications: LD-09-24-18235; SD-08-24-18231; SD-09-24-18267.

Comprehensive Plan, Zoning and Subdivision Ordinance Amendment, Miscellaneous Reviews:

A MOTION TO APPROVE THE THIRTEEN (13) COMPREHENSIVE PLAN, ZONING AND SUBDIVISION ORDINANCE AMENDMENT, AND MISCELLANEOUS REVIEWS WAS MADE BY MR. CLINE, SECONDED BY MS. COSENTINO, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Act 537 Reviews:

A MOTION TO APPROVE THE ONE (1) MAJOR ACT 537 REVIEW WAS MADE BY MS. MORRISON, SECONDED BY MR. CLINE, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

A MOTION TO APPROVE THE TWO (2) MINOR ACT 537 REVIEWS WAS MADE BY MR. WRIGHT, SECONDED BY MR. CLINE, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

DISCUSSION AND INFORMATION ITEMS:

Administration and Communications Division Update:

As part of a presentation on the proposed 2025 CCPC Communications Plan, Ms. Oakley reported on the following 2024 achievements and 2025 goals for the communications division: CCPC eNewsletter subscribers increased by 14% to over 2,500; Sustainability eNewsletter subscribers increased by 76% to over 1,300; social media platform followers increased by 8% to over 8,500.

Next, Ms. Oakley reported that the CCPC website views increased by 14% to over 253,000 page views. The most visited page was the home page. The reducing solid waste page came in second. The most visited topics were Historic Preservation followed by Environment and Utilities Infrastructure. In 2024, major changes to the website included organizing the plan review section, fixing broken links, and ensuring ADA compliance.

Lastly, Ms. Oakley noted other websites that CCPC supports: Schuylkill River Passenger Rail Authority, 250<sup>th</sup> PA Chester County, Chester County Ride Guide, and backup for the County's website.

Ms. Steinman highlighted the following 2024 accomplishments: over 50 news articles and press releases were published; monthly municipal emails and updates; expanded municipal contact lists; and cross promotion and partner content. A new initiative for 2025 will be to assess overall outreach and branding.

#### Community Planning Division Update:

Ms. Griffin Rivera highlighted the following: the Housing Forum took place on October 30 and was well attended by many housing organizations across Chester County; two regional Urban Centers Forum took place on October 24<sup>th</sup> and 30<sup>th</sup>.

Mr. Patriarca highlighted the A+ Adaptable Housing Guide and noted that Chester County is in a housing deficit needing a total 117,956 new households by 2050 to accommodate projected population growth, the commuter workforce, projected employment growth, and current employment

#### Sustainability Division Update:

Ms. Griffith reported that the Open Space Accelerator Program was awarded \$75,000 from DCNR to help to fund a new condensed planning process which will help municipalities develop implementation plans for open space. Program guidelines will launch early next year.

Next, Ms. Griffith reported on the Chester County's panel discussion regarding environmental progress which was organized by West Chester University in partnership with the West Chester Green Team. The panel focused on environmental justice and single use plastics.

Ms. Griffith went on to report that county leadership met regarding the Climate Action Plan implementation, discussing current year progress and the following new focus areas for 2025: fleet transition to electric vehicles; waste reduction; and building energy policies and management.

Ms. Griffith also reported that the campaign and yard sign recycling project was a huge success.

Lastly, Ms. Griffith reported that CCPC will be hosting another Sustainability Summit in 2025 open to the general public with follow-up workshops for specific audiences.

#### Multimodal Transportation Division Update:

Mr. Styche reported that the Statewide Local Share Account which was established by the PA Race Horse Development and Gaming Act, announced awards totaling \$346,075,488 for 1,169 projects across the Commonwealth. Chester County has 47 projects totaling \$12,848,320.

Next, Mr. Styche reported that DVRPC announced the Municipal Bridge Retro-reimbursement Program made \$20 million in awards available. Projects must be listed on the PA Capital Bridge Bill to be eligible for these awards. The following municipalities applied for an award: West Nottingham Township – Woodland Drive bridge over Northeast Creek and the Park Road bridge; West Vincent Township – Buttonwood Lane bridge; Willistown Township – Garrett Mill Road bridge; and East Bradford Township – Ravine Road bridge.

Design and Technology Division Update:

Mr. Creary, in the monthly overview of review submissions, noted that development reviews increased for both residential lots and non-residential square footage numbers this month.

Mr. Creary recognized the D&T teams' accomplishments: GIS team's mapping Chester County's protected open space and drone photo abilities; and the graphics team wrapping up 2024 projects including eTools.

Director's Report:

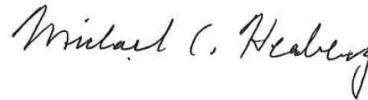
Ms. Stauffer, Acting Director, reported that a search is underway for a new Planning Commission Director and the interview process is expected to begin next month.

Next, Ms. Stauffer noted that the Communications Plan and the Work Program will be on next month's board meeting agenda for approval.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, A MOTION TO ADJOURN AT 3:31 PM WAS MADE BY MR. WRIGHT, SECONDED BY MR. CLINE, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Respectfully submitted,



Michael Heaberg, Chair  
Chester County Planning Commission Board

MH/ncs